

# SACE REGISTRATION



*Towards Excellence in Education*

The image is a collage centered around education and graduation. In the foreground, a black graduation cap with a gold tassel and a rolled-up diploma tied with a red ribbon are prominently displayed. The background is a blurred, overlapping collection of various forms and documents. One of the most visible forms is a 'REGISTRATION APPLICATION FOR' from the South African Council for Education (SACE). The form includes sections for 'PERSONAL INFORMATION' (Name, Date of Birth, Gender) and 'Physical Address' (Postal Code, City, District, Province). It also features a 'FOR OFFICIAL USE ONLY!' section with checkboxes for 'PAY METHOD' (PO, CH, CA, EFT, N) and 'STATUS' (Complete, Incomplete). Other partially visible forms include one from 'TOWARDS EXCELLENCE IN EDUCATION' and another mentioning 'TEACHING' and 'PROCEEDINGS'. The overall composition suggests a focus on academic achievement and the administrative aspects of education.

## SACE REGISTRATION

The SACE Act, Act no 31 of 2000 as amended by the Basic Laws Amendment Act (BELA Act no. 15 of 2011) mandates SACE to provide for the registration of all educators. The Act explains the importance of registration for those in the teaching profession, as it categorically states that no person is permitted to practice as an educator unless he/she is registered with the Council.

### Who should register?

Educators and practitioners employed at these following institutions are expected to register:

- Public schools
- Recognized Independent Schools,
- Waldorf and Montessori Centres
- ECD centres (practitioners with NQF level 4 qualification and above)

The Council has formulated a clear set of requirements that should be fulfilled by all educators before they can qualify for registration. Those concerned are expected to:

- Satisfy the ethical standards contained in the Code of Professional Ethics for Educators; and
- A 4 year post matric professional educational qualification.

Council also affords provisional registration under special circumstances.

Requirements for registration also include certified copies of educators' qualification, identity document or marriage certificate in the case of married woman, as well as R200- 00(South Africans), R400-00 (non – South Africans) registration fee and R 120

annual levy. South African applicants are checked against relevant National Registers and Non-S.A applicants need to furnish police clearance.

***Please note: Copies of all documents must be certified by a commissioner of oaths and stating that it is a true copy of the original.***

Only original certified documents accepted. No copy of a certified copy will be accepted.

## REGISTRATION CRITERIA AND PROCEDURES

Section 21 of the South African Council for Educators Act, 2000 requires that:


***Every educator contemplated by the Act must register with the Council before appointment to a teaching post; and no person may be employed as an educator by an employer unless that person is registered with the Council.***

### Registration Procedure

An educator must apply for registration or provisional registration with the Council by completing the Council's application form. The application must be accompanied by certified copies of the educator's qualifications and the required registration fee. Every applicant for registration must disclose to the Council details of:

- any previous employer disciplinary action or conviction for a criminal offence;
- any pending employer disciplinary proceedings or criminal proceedings against the applicant; and
- any previous disciplinary proceedings against the applicant by the Council.

The registration committee must consider every application for registration or provisional registration in the light of the registration criteria and make submissions to the Council. In considering an application, the registration committee may:

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- request further information from the applicant;
  - conduct any investigation it deems necessary; and
  - convene hearings to determine standing.

**If the Committee approves the application, the chief executive officer must:**

- register the educator by entering the educator's name in the register for educators; and
- issue a certificate of registration or provisional registration to the educator.

The Committee may determine the period of validity of the registration or provisional registration in terms of section 5(a)(v) of the Act. In the event that a certificate is destroyed or lost, an educator may apply to the chief executive officer for the issue of a duplicate certificate on payment of a fee as determined from time to time by the Council.

- An applicant that is refused registration may appeal to council.
- Council may review any registration.


**Criteria for registration**

An educator who applies to register with the Council must:

- satisfy the ethical standards contemplated in the Code of Professional Ethics for Educators; and
- have obtained:
  - a) a minimum post professional matric teacher education qualification of 4 years (M + 4 or REQV 4); or
  - b) any other qualification recognised by the Council for purposes of registration.

**Provisional Registration**

The Council may provisionally register a person who does not qualify under above



criteria if:

- the Council has approved that the person be appointed to a teaching post on the grounds that there are no other suitably qualified teachers available;
- the Council is of the opinion that the person will obtain the required qualification within a reasonable time; or
- the Council is of the opinion that it is in the interests of learners at an educational institution.

Students in their final year of a qualification may apply for provisional registration with the Council.

The Council may provisionally register a person who otherwise qualifies for registration if, at the time of applying for registration, that person is subject to employer disciplinary proceedings or criminal proceedings which involve conduct that may not satisfy the ethical standards contemplated in the Code of Professional Ethics for Educators.

Practising educators who were not subject to the Employment of Educators Act, 1998 but are required to register in terms of the Act are regarded as provisionally registered with the Council until the date determined by the Minister of Education in terms of section 25(8) of the Act.

Council may provisionally register a person employed under a learnership contemplated by the Skills Development Act, 1998.

Council may determine the period of validity for each provisional registration and may impose any reasonable conditions on a provisional registration.

## **Register**

The Council must keep and maintain at its head office, a register of the names of all persons who are registered or provisionally registered with the Council.



## Registration Fees

The Council must determine from time to time the registration fees payable by educators.

## Removal of name from register

**The Council may direct the chief executive officer to remove the name of an educator from the register if:**

- after having been registered, the relevant qualification of the educator is withdrawn or cancelled by the higher education institution which issued it;
- the educator was registered by error or by means of fraud;
- the educator was found guilty of a breach of the Code of Professional Ethics, and in respect of whom the sanction was the removal of that person's name from the register;
- the educator requests de-registration, permanently or for a specified period;
- the educator fails to pay the fees prescribed by the Council within a specified period; or
- the educator dies.

The educator concerned must be given a reasonable opportunity to make representations to the Council prior to the removal of the educator's name from the register where applicable.

The Chief Executive Officer must give notice of the removal of an educator's name from the register by certified mail, fax, or e-mail to the registered address of the educator.

## Re-registration

- Any person whose name has been removed from the register may re-apply for registration with the Council after the stipulated period.
- An application for re-registration must be accompanied by the reasons for the removal of the person's name from the register and a detailed motivation regarding why the application should be approved.
- Special hearings will consider application for re-registration.

## Definitions

In this document, unless the context indicates otherwise, any word or phrase defined in the South African Council for Educators Act, 2000 has that meaning and:

**'Act'** means the South African Council for Educators Act, 2000 (Act No 31 of 2000);

**'Council'** means the South African Council for Educators;

**'Educator'** means an educator as defined in the Act;

**'Chief Executive Officer'** means the chief executive officer of the Council;

**'Register'** means the register contemplated in section 5(a)(iii) of the Act; and

**'Registration Committee'** means the registration committee contemplated in section 12 of the Act.



**SACE**

South African Council of Educators

*Towards Excellence in Education*

## **South African Council for Educators (SACE)**

### **National Office**

#### **Centurion**

240 Crossway Office Park, Lenchen ave, Centurion, 0157  
Private Bag x 127, Centurion, 0046

### **Provincial Office**

#### **Bloemfontein**

33 Reid street, Suite 2 & 4, Westdene,  
Bloemfontein, 9301

#### **Durban**

21 Joe Slovo street, Zumaysha building,  
Durban, 4001

**Tel:** +27 12 663 9517

**Fax:** +27 12 663 9238

**Email:** [info@sace.org.za](mailto:info@sace.org.za)

**Website:** [www.sace.org.za](http://www.sace.org.za)

